

**Workforce Planning Task Force
Meeting Minutes
May 16, 2012
1:00 - 4:00 p.m.**

Members Present: Janet Kelly, Department of Administration; Tim Burton, Department of Justice; Dick Clark, Department of Administration; Mike Cooney, Department of Labor and Industry; Lesa Evers, Office of Indian Affairs; Mike Ferriter, Department of Corrections; Arlynn Fishbaugh, Montana Arts Council; Tom Livers, Department of Environmental Quality; Alan Peura, Department of Revenue; Amy Sassano, Office of Budget and Program Planning; Dore Schwinden, Department of Commerce

Members Absent: Madalyn Quinlan, Office of Public Instruction; Tim Reardon, Department of Transportation; Jane Smilie; Department of Public Health and Human Services

Guests: Tom Antonick, Joy Conquergood, Kerry Davant, James Fehr, Donna Hansen, Libbi Lovshin, Rende Mackay, Ken McElroy, Jane McKinney, Linda McKinney, Barbara Malensek, Diana Piccono, Martin Roos, Kila Shepherd, Deb Sloat, Jody Stahl

Department of Administration Staff Present: Helen Betts, Peggy MacEwen, John Moore, Gary Phillips, Bonnie Shoemaker, and Paula Stoll

Facilitator: John Moore

Minutes: Helen Betts

Welcome: Janet Kelly called the meeting to order at 1:00 p.m., and welcomed members and guests. She stated the action items for today's meeting.

Meeting Purpose: Paula Stoll reviewed the purpose of this meeting.

Introductions: Advisory Council members and guests introduced themselves.

Approval of Minutes: As moved by Tom Livers, and seconded by Arlynn Fishbaugh, the Advisory Council approved the draft meeting minutes from March 21, 2012.

Market Analysis: Bonnie Shoemaker, Department of Administration, State Human Resources Division, presented a review of the general statistical results and issues from process changes in the 2012 market analysis. She talked about the findings between the anchor, band, and slope and presented a handout with examples. The market analysis process is used as a reference in assisting agencies in determining market rates for state jobs and recommendations for improvements. The 2012 market analysis will be finalized and available July 1st, 2012.

Performance Management: Diana Piccono, Department of Agriculture, and member of the HR Work Group to the Advisory Council, presented the draft recommendations for a preliminary statement of philosophy and glossary of terms as tasked by the advisory council in the February meeting. The presentation and draft guide handout covered the following topics:

- Performance management philosophy statement,
- Goal and intent of performance management implementation guide; and
- Glossary of terms.

The preliminary guide was well received by the advisory council members and they thanked the HR work group for their time and efforts with developing the guide.

On review of the guide, council members talked about whether the following terms and definitions listed in the guide could be listed as one term:

- 1) career development
- 2) career management
- 3) performance management; and
- 4) talent management

Recommendations: After further review and discussion, council members agreed the HR Work Group should clarify the following three definitions as currently listed in the guide and present at the next meeting:

- Fully integrated performance management;
- Mission-driven performance management; and
- Talent management.

Looming Employment Issues in Eastern Montana: Gary Phillips, State Human Resources Division and chair of the HR Work Group, gave a presentation on the economic growth and how this is impacting recruitment and retention in state government in Eastern Montana. The council thanked the group for their work and asked for quick interim recommendations.

Recommendations: Council members agreed for the HR Work Group to identify quick recommendations in terms of issues and to propose administrative procedural alternatives going forward to address:

- employee morale,
- competitive pay,
- recruitment and retention, and
- housing costs.

Paula expressed concerns on lack of a business case and data for the Eastern Montana issue.

Meeting Wrap-Up: John Moore summarized the results of the meeting and asked for comments.

Public comments: Donna Hansen asked whether there was council action on Barb Wagner's recommendation, presented in the February council meeting, using the 25-75 percentiles in the market analysis. The council approved the recommendation in the February meeting.

Marty Roos asked if the work group should also focus on HR issues surrounding the economic growth in Eastern Montana, in addition to the housing and pay.

Closing: Janet Kelly closed the meeting by thanking everyone for attending. The meeting adjourned at 3:06 p.m.

The next meeting of the Advisory Council will be June 20, 2012, from 1:00 to 4:00 p.m. in Conference Room 111 of the Department Environmental Quality, 1520 East Sixth Avenue, Helena, Montana.